



Now Accepting Applications for
Accountant (full-time)

Annual Salary Range
\$ 80,868 – \$ 98,304
plus full benefits, including CalPERS Pension



Filing Deadline: September 13, 2021 at 5:00 p.m. or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.GovernmentJobs.com

The City of San Pablo is looking for a dynamic, team-oriented, well-experienced Accountant for its Finance Department. San Pablo has a long-standing reputation for providing superior customer service to residents, businesses and visitors. This characteristic, combined with outstanding staff in all departments, has been a hallmark of success for this high-performance organization. The Finance Department is responsible for prudently managing the City's financial assets and resources, including budgeting, debt management, accounting, purchasing, revenue management and collection and account payables processing.

About the position

The incumbent of this position will perform professional accounting and budget duties in the development and maintenance of financial records and systems to support one or more City departments. This is a professional level position that requires good communication skills and the ability to excel in a dynamic and progressive work environment. The Accountant is expected to work independently and exercise judgment and initiative. For additional information about the position, see the [Job Description page](#) of the City's website.

Experience and Training: An ideal candidate must have demonstrated expertise in the general ledger, business licenses, cash deposits, revenue accounting and receivables; assist and backup accounts payable and payroll; review and approve all source documents to insure accuracy of account numbers, authorizations, and adequate account balances; when necessary, participate in the resolution of any accounting and operational problems. The candidate will participate in the annual close of the City's financial records; review and analyze relevant spreadsheets and the accuracy and appropriateness of adjusting and closing entries; provide assistance during the annual audit by the City's outside auditors. The candidate will assist in the preparation of all required financial reports; prepare statements and schedules; may assist in the preparation of the State Controller's Reports. A typical way to obtain the required qualifications would be: Three (3) years of professional accounting experience (municipal accounting experience is preferred) and equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.

Required license and certificate: Possession of, or ability to obtain, a valid California driver's license.

Benefits: The City provides an excellent benefits package including medical, dental, paid vacation and holidays, life & disability insurance as well as CalPERS retirement pension. Please see the [Benefits page](#) of the City's website for details.

How to apply: Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Recruitment timeline: Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates. First Interview: **October 4, 2021**. Estimated Start: **middle-to-end of October 2021**.

Background investigation and Pre-employment medical examination: Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your

request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

Please respond in detail to the questions below, as they will be used as a screening criteria. Applications without supplemental questions will not be considered.

- 1) Describe a past experience where you were faced with an incredibly tight deadline. What did you do to make sure you could hand over the deliverable on time?
- 2) Describe one of your biggest challenges in the accounting field and how you were able to solve the issue?
- 3) Please describe your experience in accounting for and tracking revenues?